

**CITY OF MERCER ISLAND**



- **WATERCOURSE INVENTORY & TYPING**
- **STORM NETWORK RECONCILIATION**
  - **WETLAND ANALYSIS**

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**SECTION 1.0 ADMINISTRATIVE INFORMATION**

The City of Mercer Island (“the City”) is soliciting proposals from experienced Environmental firms using best scientific methods, updated technology and design methods to improve the accuracy of the City’s GIS watercourse layer, assign watercourse typing, reconcile the data to the current storm network and conduct a wetland analysis and identification.

Detailed information on the requirements are provided in Section 2.0: Project Information & Requirements.

**1.1 REQUEST FOR PROPOSAL SCHEDULE**

The following schedule provides key dates for the consultant selection process. The City reserves the right to change these dates and will notify Consultants in such a case.

<b>ACTIVITY</b>	<b>DATE</b>
Request for Proposal Release	Monday, January 28 <sup>th</sup> , 2019
Consultant Inquiries	Friday, February 15 <sup>th</sup> , 2019 by 5pm, PST
City Response to Inquiries	Friday, February 22 <sup>nd</sup> , 2019 by 5pm, PST
Proposals Due	Friday, March 1 <sup>st</sup> , 2019 by 5pm PST
Consultant Selection Announcement	on or before Friday, March 15 <sup>th</sup> , 2019

**1.2 SUBMISSION OF PROPOSALS**

Proposals are due no later than **Friday, March 1<sup>st</sup>, 2019 by 5 PM Pacific Standard Time.**

Proposals must be submitted in electronic format. The City prefers to receive proposals in PDF format, via email. Electronic copies may also be submitted on usb-storage devices.

Proposals should be submitted electronically, marked as follows and sent to:

**EMAIL:**

To: Leah Llamas  
[Leah.Llamas@mercergov.org](mailto:Leah.Llamas@mercergov.org)  
Subject: Watercourse Inventory & Typing

*(When a proposal submitted has been received, a response email will be sent to confirm receipt.)*

The City reserves the right to reject any or all proposals. A letter committing your firm to the proposal must be signed by a responsible and authorized officer of your organization and accompany the proposal.

The proposal must include all the requirements contained within this RFP.

Following submission of proposals and final evaluation, the City of Mercer Island will have the right to retain the proposals for any unsuccessful bids.

By submitting a proposal, the Consultant agrees to all applicable provisions, terms and conditions associated with this RFP.

### **1.3 CONSULTANT INQUIRIES**

Submit questions by email only to the address listed below. No telephone questions will be accepted or considered. Consultants should refer to the specific RFP paragraph number and page and should quote the passage being questioned. The City will receive questions until **5 PM, PST on Friday, February 15<sup>th</sup>, 2019** and will send a reply to all the questions by **5PM, PST on Friday, February 22<sup>nd</sup>, 2019**

The City will delete consultant names from the text of question(s) and answers being sent.

Leah Llamas, GIS Coordinator  
City of Mercer Island  
9611 SE 36th St  
Mercer Island, WA 98040  
Email [leah.llamas@mercergov.org](mailto:leah.llamas@mercergov.org)

### **1.4 CONFIDENTIALITY**

All information contained in this RFP is considered to be the exclusive property of The City. This RFP is provided for the sole purpose of enabling Consultants to develop a response. All proposals submitted will be considered part of the public record with the exception of any proprietary information that can be legally withheld under current federal and state public record laws. Information considered proprietary by the Consultant should be clearly labeled in the proposal.

### **1.5 OWNERSHIP OF MATERIALS**

All materials submitted in response to this RFP become the property of the City. Proposals and supporting materials will not be returned to consultants.

### **1.6 COST OF PROPOSALS**

The City shall not be responsible or liable for any costs incurred by the Consultants in the preparation and submission of their responses to this RFP, including vendor demonstrations if requested by the City.

### **1.7 LATE SUBMISSION**

Proposals received after the closing date will not be accepted. The City is not responsible for late delivery or proposals lost in delivery. Proposals postmarked on the due date will not be accepted unless received by the due date. Please refer to Section 1.1 for the due date.

### **1.8 ERRORS IN PROPOSAL**

The City is not liable for errors in consultant proposals. A Consultant may correct errors in submitted proposals with City approval. Changes after the submission date may be made only to correct an error in an existing part of a proposal. New material may not be submitted. No oral, telephone or faxed modifications, or correction will be accepted.

### **1.9 REJECTION OF PROPOSALS**

The City reserves the right to reject any or all proposals which are deemed to be non-responsive, late in submission, or unsatisfactory in any way. The City shall have no obligation to award a contract for product, work, goods, and/or services as a result of this RFP.

### **1.10 SUB-CONTRACTOR/PARTNER DISCLOSURE**

The Consultant may propose the entire solution. If the proposal by the Consultant requires the use of sub-contractors, partners, and/or third-party products or services, this must be clearly stated in the proposal. The City requires that the Consultants submitting proposals shall have primary project and service liability for all products and services which shall collectively meet the RFP requirements. The City will not refuse a proposal based upon the use of sub-contractors or third-party products. The consultant shall remain solely responsible for the performance of all work, including work that is sub-contracted.

### **1.11 EVALUATION AND SELECTION CRITERIA**

The City is interested in obtaining a complete solution to the requirements contained in this RFP. Proposals that meet the proposal instructions and requirements will be given a thorough and objective review. Proposals that are submitted after the proposal deadline, do not comply with proposal instructions, or take exception to mandatory requirements will be eliminated without further consideration.

The City believes that effective project management is essential for successful project implementation. Consultants will be evaluated on the completeness and responsiveness of their project management plans and the project team assigned. Project management approach and a demonstrated ability to meet project deadlines as well as reach successful completion of similar projects will be a primary consideration.

In addition, Consultants will be evaluated against the following criteria (listed in no particular order):

- Quality of submitted proposal and presentation, if applicable
- Cost of services
- Ability to meet the functional and technical requirements
- Ability to provide deliverables and documentation as stated throughout the RFP
- Financial stability of the organization
- Company experience with municipal governments
- Product viability
- Experience and qualifications of the company and its resources
- References
- Total cost of any licenses, if applicable
- License and maintenance agreement terms and conditions

### **1.12 CONSULTANT DEMONSTRATIONS**

The Consultant may be invited to give a scripted demonstration of the capabilities of the proposed solution to the City evaluation team. This demonstration (if requested), along with questions and answers, will be a critical component of the overall consultant evaluation.

### **1.13 CONSULTANT SELECTION**

The City reserves the right to make an award based solely on the information provided, to conduct discussion, or to request proposal revisions if deemed necessary. The Consultant selected for the award will be chosen on the basis of the City's evaluation and determination of which Consultant will provide the greatest benefit to the City. Therefore, proposals should contain the Consultant's best terms as related to the submission requirements of this RFP.

### **1.14 CONTRACT NEGOTIATIONS**

The City will review all proposals and select a Consultant based on the submittals, or request an interview with selected Consultants from which a final selection will be made, or reject all proposals should none be deemed acceptable.

The City reserves the right to accept any proposal that serves its best interest and to reject any and/or all proposals and waive any irregularities. Award of this proposal will result in the two parties entering into a contract.

### **1.15 RFP AMENDMENTS**

The City reserves the right to amend this RFP at any time prior to the closing date.

## **SECTION 2.0 PROJECT INFORMATION & REQUIREMENTS**

The City of Mercer Island is located in Lake Washington between the cities of Seattle and Bellevue in Washington State. The City is 14 square miles in area with approximately 23,000 residents and is provided a full range of services by roughly 200 City employees. The City's Geographic Information Systems (GIS) team manages over 400 layers covering base map, water, sewer, storm, right of way (ROW), environmental, park, transportation, aerial and a variety of other raster layers.

### **2.1 PROJECT OVERVIEW**

In early 2006, the City completed analysis on a watercourse study and created a GIS watercourse layer with associated water course type. The City also has a GIS storm network system that includes a watercourse layer. However, the watercourse layer produced in 2006 and the existing storm network layer are not reconciled. The Community Planning and Development (CPD) department primarily uses the 2006 watercourse layer for ordinance requirements while the Public Works department utilizes the existing storm network layer for Storm Maintenance operations.

- Watercourse inventory and typing:  
Use of Best Available Science in the City of Mercer Island Critical Areas Regulations for Watercourses and Wetlands prepared by The Watershed Company dated July 2004, peer reviewed by Adolfson Associates. Copies of these studies are available upon request.

The 2006 GIS watercourse layer includes:

- 40 miles of piped and un-piped conveyance type streams
- 4 types of watercourses (1-Potential Fish Use, 2- Perennial, 3- Seasonal, 4 - Piped)

The City currently uses a different watercourse typing system and is seeking to update its inventory to use Washington State Department of Natural Resources watercourse types, together with a piped watercourse type for pipes containing naturally occurring surface water. Water course typing as defined by Washington State Department of Natural Resources is required in this project.

- Reconciling to current GIS storm network:  
Once a watercourse layer & typing has been established, it is required to be reconciled to the current storm network layer to create one seamless storm conveyance network.

The City GIS storm network currently includes:

- Catch basins, discharge points (outfalls), lateral lines, storm basins, control structures
- Storm conveyance with the following subtypes:

- Pipe
  - Watercourse
  - Culvert
  - Ditch
  - Flume
- Wetland analysis and identification (optional delivery):  
The City is currently has a wetland GIS layer that appears to underrepresent the actual location and extent of wetlands. The City is interested in more accurately representing the potential locations of wetlands for use during project review and planning. Consequently, the City is interested in ideas for using existing datasets and resources with minimal field research to identify possible wetland locations. Existing datasets include mapped contact points and high groundwater locations, LiDAR, and aerial imagery. The City invites alternative approaches for consideration.

## 2.2 PROJECT GOALS

It is the intent of the City to contract with a qualified consultant to complete the tasks and deliver products as outlined below:

**2.2a)** GIS-based watercourse inventory layer

**2.2b)** Watercourse typing of watercourse layer created in 2.2a

**2.2c)** Reconciliation of GIS watercourse layer created in 2.2a to the City's current GIS storm water network.

**2.2d)** The City would also like to include wetland analysis and identification as an optional deliverable to this project.

## 2.3 REQUIRED METHODOLOGY

The scope of this work requires a qualified consultant to analyze, review, field-verify, evaluate, calculate, use best-available science, use of GIS analysis and technology approach methodology. The final database shall be delivered as an ESRI file geodatabase and all data shall overlay with the City GIS base map.

The City seeks a consultant with proven prior experience analyzing watercourse flow, direction and typing. The consultant selected by the City shall have capable personnel available to begin work and complete all the tasks according to the timeline outlined in Section 2.4, Project Schedule.

The City will provide the following layers to the Consultant:

- Most current GIS storm network layer in file geodatabase format
- Existing GIS watercourse layer in file geodatabase format
- 2016 Lidar data (Digital Elevation Model & Digital Surface Model) in raster format
- Lidar contours in file geodatabase format
- Other layer(s) requested , if available, in file geodatabase format layers

## 2.4 PROJECT SCHEDULE

The City's intent is to execute a contract with the successful Consultant and to issue the **Notice to Proceed on or before Friday, March 22<sup>nd</sup>, 2019** The Consultant and the City shall adhere to the following project schedule for completion of work:

<b>MILESTONES</b>	<b>DATE</b>
Kickoff/Requirements Review Meeting	on or before Friday, April 5 <sup>th</sup> , 2019
Completion of Data Collection	To Be Established at Kickoff Meeting
Data Delivery to City for Review	To Be Established at Kickoff Meeting
Data Quality Control & Review by the City	To Be Established at Kickoff Meeting
Completion, Acceptance & Close-out of Project	on or before Friday, June 28 <sup>th</sup> , 2019

**2.5 PROJECT DOCUMENTATION AND METADATA**

The Consultant shall provide a complete set of data documentation, known as metadata, for each GIS feature delivered. The documentation will include data diagrams if needed, with a full explanation for each mapped classification type in the feature class. The City will be given permission to reproduce the documentation or parts of the documentation as needed. It is expected that the Consultant shall maintain its copyrights to all materials.

**2.6 DELIVERABLES**

All products, including imagery, GIS data, and intermediate data produced as a result of this project, will be delivered to the City. These include but are not limited to:

- 2.6a)** Watercourse layer in GIS format with watercourse typing embedded as an attribute type and reconciled to the City’s current storm network (file geodatabase preferred)
- 2.6b)** Intermediate data used to provide calculated results or other referenced deliverables
- 2.6c)** Full metadata on all layers delivered including definition of each attributes columns in each layer
- 2.6d)** Identified wetland locations (if City chooses to collect)
- 2.7e)** Full memorandum documenting methods used for all items outlined in section 2.2

**2.7 KICKOFF/REQUIREMENTS REVIEW MEETING**

The City will conduct a kickoff meeting with the Consultant after a fully executed agreement is in place to ensure that the project begins with clear expectations and results. The overall project history, goals and objectives, GIS requirements, source data input, and final data delivery expectations will be discussed. Other items include:

- Team Introductions
- Project Management and Communication
- Schedule and Change Control
- Project Specifications
- Project Documentation
- Data integration and Conversion Procedures
- QA/QC Process & Procedures
- Acceptance Criteria
- Project Closure and Acceptance

**SECTION 3.0 CONSULTANT SUBMISSION REQUIREMENTS**

Consultants must include a project management plan for this project. The plan should be detailed enough to assure the City that the Consultant can deliver all required products within budget and meet all requirements as specified in this RFP. The City is looking for proposals that suggest step-by-step tasks, timetables, staffing numbers, personnel resumes and responsibilities, for both the Consultant, any subcontractors, and the City.



### **3.1 TRANSMITTAL LETTER**

Provide a formal letter of transmittal with the proposal that commits the Consultant to its proposal and states that the proposed solution meets the requirements of each subsection of this RFP. The transmittal letter must be signed by an officer of the Consultant authorized to do so. Also include contact information for: (1) person responsible for answering questions regarding the proposal, (2) the person responsible for contract negotiation, and (3) the signer.

### **3.2 EXECUTIVE SUMMARY**

Provide an overview of the proposed solution including your company's unique abilities to meet the project requirements. Include exceptions to the RFP if any. This section need only be one to three pages.

### **3.3 COMPANY INFORMATION, HISTORY & PROFILE**

This section provides each Consultant with the opportunity of demonstrating how its history, organization, and partnerships differentiate it from competitors. Careful attention should be paid to providing information relevant to The City's needs. Provide a concise profile of your company to include the following:

- Full legal company name and year of establishment
- Organization address, phone number and primary contact information
- History of organization
- Location of corporation or head quarters
- Tax identification number
- Does another company own you or do you own other companies?
- Current number of employees
- Total number of completed data collection projects. Please included whether the projects were public or private, the size and scope of the projects, dates of completion and primary contact person for each project
- Availability to proceed with project
- Is the organization involved in any pending litigation that may affect its ability to provide its proposed solution or ongoing maintenance or support of its products and services?

### **3.4 PROJECT PLAN & PROPOSED SOLUTION**

The Consultant must include a plan for implementing the project described in this RFP. The plan must be comprehensive enough in scope and provide details that convey the Consultant's ability to manage this project. The plan must include project tasks, dates, and staffing levels. The ability of the Consultant to manage all aspects of this project is important.

Provide a detailed description of the proposed solution. Include software and hardware resources used, as well as data collection, post processing, and quality control techniques employed. Explain why the solution best meets the needs of the City.

### **3.5 SUB-CONTRACTORS/PARTNERS**

List any sub-contractors, partners, and/or third party partners who are involved in fulfillment of the proposed solution. Describe the specific role of each.

### **3.6 REFERENCES**

Consultants must provide a list of at least three references from the past 5 years where the Consultant provided services for a similar project that is being proposed in this RFP. The City will contact these companies and will ask them about your technical capabilities, project management skills and their overall satisfaction with the product that was delivered. The reference account information must be given in the format listed below.

- Customer/Account Name
- Street address, City/State/Zip code
- Contact name/title, telephone and email address
- Summary of project
- Approximate cost
- Project Specifications

### **3.7 QUALITY ASSURANCE (QA) / QUALITY CONTROL (QC) PLAN**

The Consultant shall provide a document describing QA/QC procedures that will govern all data deliverables created. This document will provide a comprehensive description of all validation procedures and processes the Consultant will implement that ensures the final data delivery meets the requirements established by this project.

### **3.8 PROJECT TEAM**

List the project team. Provide names, roles, involvement levels and durations, and relevant experience for each person on the team. Describe the level of the City's staff involvement required during implementation.

### **3.9 SCHEDULE, METHODOLOGY & APPROACH**

- Provide outline and approach for the project
- Provide a proposed schedule for all implementation steps including durations for each step
- Define benchmarks in the implementation process
- Define criteria to determine when the project is complete
- Define your procedure for conflict resolution in the event of a disagreement with the City regarding performance

### **3.10 PRICING**

Please provide a pricing schedule that the following items of work:

- **Option 1: Watercourse inventory layer creation**, and any associated project costs
- **Option 2:** Watercourse inventory layer creation, **reconciliation to the City's existing storm water network** and any associated project costs
- **Option 3:** Watercourse inventory layer creation, reconciliation to the City's existing storm water network, watercourse typing, **wetland analysis and identification** and any associated project costs.

### **3.11 CONSULTANT'S SECTION**

This section is reserved for Consultants to provide information that they feel is necessary but was not requested. A response to this section is not required.

Consultants may discuss potential issues that are relevant to this RFP and to their proposal.

Consultants may comment on requirements that they may think are missing from this RFP.

### **3.12 WARRANTY**

Describe what is included with the Consultant's warranty.